



COVID-19 Business Re-Opening Worksheet

UNDERSTANDING THE REQUIREMENTS		Y/N	ACTION TAKEN/NEEDED	ASSIGN
1	Have you reviewed the most recent sector specific guidelines published by Ontario's health and safety associations?			
2	Have you reviewed the most recent information from your local health unit regarding physical distancing protocols, PPE requirements, building capacity, etc.?			
POLICIES AND PROCEDURES		Y/N	ACTION TAKEN/NEEDED	ASSIGN
3	Have you prepared a COVID-19 or pandemic policy and related work procedures for staff to follow?			
4	Have you trained staff on the new policies and procedures?			
5	Have you informed the JHSC members or the Health and Safety Representative of the new policies and procedures and posted them in the workplace?			
PREVENTION PROTOCOLS		Y/N	ACTION TAKEN/NEEDED	ASSIGN
6	Has the workplace been thoroughly cleaned and sanitized prior to opening?			
7	Do you have a plan in place for continued sanitizing on an increased frequency, and adequate supply of cleaning supplies?			
8	Do you have hand washing facilities and hand sanitizing supplies?			
9	Do you have appropriate and adequate supply of PPE for staff and/or clients, if needed?			
10	Do you have a plan to maintain 2 meters of distance between staff and customers, or have modified the workplace with barriers or dividers?			
SIGNAGE AND POSTERS		Y/N	ACTION TAKEN/NEEDED	ASSIGN
11	Have you posted signage for staff and customers about the new procedures and protocols?			
12	Have you posted the recommended signs provided by the Ontario Government?			
BUSINESS OPERATIONS		Y/N	ACTION TAKEN/NEEDED	ASSIGN
13	Will you need to modify or change your Business hours open to the public or staff working hours?			
14	Do you need to change your methods of customer service or service offerings/products available? i.e. curbside pickup, online/phone orders, pre-payment/no cash sales			



STAFF SCHEDULING		Y/N	ACTION TAKEN/NEEDED	ASSIGN
15	Do you know which staff members are returning and what job function they will perform?			
16	Do you have up to date contact information for all staff?			
17	Will staff be working at more than one location (do you have a plan to track where they are working and with whom)?			
18	Do you have a plan to ensure physical distancing during staff meetings and breaks?			
19	If you have staff that travel together, have you considered how to maintain physical distancing?			
OCCUPATIONAL HEALTH AND SAFETY		Y/N	ACTION TAKEN/NEEDED	ASSIGN
20	Have you conducted an assessment to identify the areas of highest risk of exposure and implemented appropriate control measures?			
21	Do you have procedures in place to manage any staff work refusals related to COVID-19?			
22	Do you have a plan for the JHSC to continue their meetings and workplace inspections within the new prevention protocols?			
23	Have you added your new COVID-19 protocols to the workplace inspection checklist?			
24	Do you have a process for staff to voice any concerns they have about risks of exposure to COVID-19 and your prevention protocols?			
STAFF SCREENING		Y/N	ACTION TAKEN/NEEDED	ASSIGN
25	Have you developed a plan to screen all returning staff? (questionnaire, posters, sign off)			
26	Do you have a plan to screen contractors or visitors, such as questionnaire or signage?			
27	Do you have a plan to regularly screen staff to ensure any exposures are quickly identified?			
SUSPECTED OR CONFIRMED CASES		Y/N	ACTION TAKEN/NEEDED	ASSIGN
28	Do you have a plan if you suspect a staff member or customer of being ill or possibly infectious?			
29	Do you have a procedure for reporting any suspected or known cases in your workplace to the required authorities? (Public Health, Ministry of Labour, Training and Skills Development, WSIB)			
30	Do you have a plan to return staff to work after they complete a self-isolation or quarantine period, or after they have recovered or are confirmed negative?			